

**DRAFT**  
WILLOWS CONDOMINIUM ASSOCIATION, PHASE I  
ANNUAL MEMBERSHIP AND BUDGET MEETING  
September 12, 2022, at 10:00 am  
VIA in person or teleconference call

**Minutes**

1. Roll call, determination of quorum and certification of proxies.  
Charles Glaser, Unit 3R, Trudy and Ed Moore, Unit 2R. Absent: Jenn DiFiore.  
Also present: Judi Balkind, HOA Manager. It was determined that we have a quorum. Motion to approve/waive notice of meeting. Ed Moore ***made a motion to approve the notice of meeting. Charles Glaser seconded, and the motion passed unanimously.***
2. Motion to approve/waive notice of meeting. Ed Moore ***made a motion to approve the notice of meeting. Charles Glaser seconded, and the motion passed unanimously.***
3. Review and Approval of the Minutes of the September 29, 2020, Membership Meeting. ***Charles Glaser made a motion to approve the minutes of the September 29, 2020, meeting. Ed Moore seconded, and the motion passed unanimously.***
4. Election of Officers:
  - a. Charles Glaser, Secretary/Treasurer – 1 years remaining
  - b. Tingate Jue, President – expired – Tingate Jue no longer an owner
  - c. Jen DiFiore, Vice-President – expiredNote: Per the By-Laws, section 4.5; at the expiration of the term of each office of each representative Board Member, his successor and all Board members thereafter shall be elected to serve a term of three (3) years.  
**Charles Glaser made a motion to nominate Ed Moore to a 3-year term as a Director. Ed Moore seconded the motion and motion passed.**  
**Charles Glaser made a motion to nominate Ed Moore as President. Ed Moore seconded, and motion passed.**
5. Reports of Committees. N/A
6. Unfinished Business
  - a. Financial Statement Review FY 2021 The 2021 financial statements were presented to the owner and with no further questions, ***Ed Moore made a motion to accept the financials as presented. Charles Glaser seconded, and the motion passed unanimously.***
  - b. Exterior staining – Obtain bid for 2023 spring The members requested that 2 bids be obtained for exterior staining to be completed in Spring 2023.
  - c. New garage door – **Completed**

7. New Business

- a. Financial Statement Review YTD 2022 The year-to-date financials were presented. Ed Moore requested that the exterior windows be cleaned again.
- b. 2022 Approval of Budget & Dues – same as 2021 ***Ed Moore made a motion to approve the 2022 budget and dues the same as 2021. Charles Glaser seconded, and motion passed.***
- c. Approval of 2023 budget and Dues
  - Discuss and an increase in the Capital Reserve Assessment Underfunded – raise to 15K
  - Discuss and approve increase in dues for 2023

Discussion ensued regarding the dues and the capital reserve assessments. Charles Glaser noted the capital reserve fund needs to be increased as well as the HOA dues. The increases are in line with insurance costs, utilities, test & inspection, etc. The dues have not been increased since 2015. ***Ed Moore made a motion to increase the HOA dues in accordance with the insurance costs, utilities, window washing (2x) etc. which reflect the actual HOA expenses. Ed Moore also made a motion to increase the Capital Reserve Assessment to 15K for the year. Charles Glaser seconded the motion and the motion passed unanimously.***

- d. Replacement of side garage door with full wooden door no window – Scheduled to be installed the week of September 12<sup>th</sup>, 2022 (Completed)
- e. Cleaning out of the garage closets. Discussion ensued regarding the miscellaneous items i.e. gas cans, paint cans, etc. stored in the common area closets which could lead to a fire hazard or code violation affecting insurance. ***Ed Moore made a motion to adopt a policy restricting storage of any items in any general common element service closets with board approval. Charles Glaser seconded, and the motion passed***
- f. Approval of the bid for the snow melt sensor. ***Ed Moore made a motion to approve the bid for a snowmelt sensor. Charles Glaser seconded the motion and the motion passed.***
- g. New 30-minute timer installed – Ed Moore purchased and installed in garage
- h. IRS – Vote on rollover of funds (see attached motion)  
***Motion: Ed Moore made the motion that any excess of expenses for the year ended December 31, 2022, shall be applied against the subsequent tax year member assessments as provided by Internal Revenue Service Revenue Ruling 70-604. Charles Glaser seconded: Motion carried.***  
***Ed Moore made a motion that any amounts collected by or paid to the Association for major repairs or replacement, or remaining in the Replacement Reserve, at the end of the year ended December 31, 2021, in excess of the amounts originally scheduled for Replacement Reserves, shall be set aside for future major repairs and replacement, and allocated to***

*capital components as provided by the guidelines established by the Internal Revenue Service Section 118 and Revenue Ruling 75-370 and 75-371. Charles Glaser seconded the motion. Motion carried.*

- i. New ruling from Governor Polis Review and no further discussion.
- j. Other:
  - Increasing the size of the decks. Discussion ensued regarding increasing the size of the decks on units 2 & 3. ***Charles Glaser made a motion to explore increasing the size of the decks on units 2 & 3. Any costs associated with this exploration will be paid by Glaser's and Moore's. Ed Moore seconded the motion and the motion passed.***
  - Insurance: Review Insurance policy Review insurance policy for coverage

8. Adjournment: Ed Moore made a motion to adjourn, seconded by Charles Glaser.

Respectfully submitted,

By: \_\_\_\_\_  
Jarmik Property Management, Inc.  
Judi Balkind, HOA manager